

POSITION DESCRIPTION

Boone County Community Corrections

POSITION: Executive Director
DEPARTMENT: Community Corrections
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F

DATE WRITTEN: October 2007

STATUS: Full-time

DATE REVISED: 2/12

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Executive Director is responsible for planning, developing, and implementing program components.

DUTIES:

Supervises and directs personnel, including interviewing applicants, hiring, planning/ delegating work assignments and providing training and correctional instruction, evaluating performance, maintaining discipline.

Oversees/monitors activities for compliance with department policies and procedures, legal requirements, and achievements of goals and objectives. Oversees/monitors/demonstrates the use of pro-social modeling and evidence based practices in communication and interaction with staff and offenders.

Prepares and submits various periodic reports as required.

Prepares and administers department budget, including authorizing payroll and other expenditures, monitoring fund account balances, requesting transfers and additional appropriations as needed, and ensuring cost effective operations. Periodically negotiates and executes vendor contracts.

Represents department on various boards/committees and at various meetings as appropriate. Serves as department spokesperson and liaison with various agencies and with the Advisory Board.

Conducts an annual review of organizational practices, including evaluations of all supervisor staff and processes the results. Devises a plan to address any deficits by training or policy changes to insure that the mission, goals and practices of the agency adheres to the Principles of Effective Correctional Policies.

Annually reviews and updates mission statement, department policies and procedures, and communicates to personnel, volunteers, and service providers.

Pursues additional sources of funding, including preparing and submitting grant applications.

Prepares annual department budget, including analyzing /projecting costs, and submitting/presenting to the County Council.

Maintains current knowledge of changing technology, practices in community corrections and evidence-based programs.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in criminal justice, psychology, sociology, or related area, with a minimum of 3 years of relevant supervisory experience; or equivalent combination of education and experience.

Thorough knowledge of basic criminal justice processes, and community corrections policies, procedures, and legal requirements, and ability to ensure compliance by all program components.

Thorough knowledge of the IRAS, SALCE, and ability to devise a case plan based on the needs of the offender. Ability to monitor/supervise the use of those assessment instruments by staff to insure timely and accurate record keeping and referral to evidence-based programming.

Thorough knowledge of evidence-based practices, service providers, programs and ability to coordinate appropriate, effective services for participants.

Thorough knowledge of and ability to follow and administer personnel policies and work rules of the employer/department, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to supervise and direct personnel, planning/delegating work assignments, and evaluating performance.

Ability to prepare grant applications and related comprehensive plans, and competently administer approved grants, ensuring compliance with record-keeping and reporting requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, social service providers, related boards/committees/agencies, Department of Corrections, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow written and oral directions and appropriately respond to constructive criticism.

Ability to properly use various department equipment, including computer, printer, typewriter, copier, fax machine, cellular telephone.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work extended hours, occasionally work evening and/or weekend hours, and regularly travel out of town for training, conferences and meetings, sometimes overnight.

Ability to serve on 24-hour call for emergencies.

Possession of a valid Indiana driver's license and demonstrate a safe driving record.

II. DIFFICULTY OF WORK:

Executive Director's duties are broad in scope and of substantial intricacy, involving many complex variables, and consideration of unique situations and alternatives. Executive Director develops program department policies and procedures in compliance with local, state, and federal laws and standards, exercising considerable independent judgment in planning and administering a variety of programs to meet varying needs of many individuals.

III. RESPONSIBILITY:

Executive Director develops a strategic plan to assist the program and program participants in successfully completing individual treatment plans.

Executive Director receives only advisory/administrative direction from the Advisory Board, with work reviewed primarily for soundness of judgment and effect on department goals and objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Executive Director maintains communication with co-workers, other County departments, social service providers, related boards/committees/agencies, Department of Corrections, and the public, for purposes of exchanging information, coordinating program components, ensuring compliance with policies, procedures and legal requirements, negotiating contracts, and supervising personnel.

Executive Director reports directly to President of the Advisory Board.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Executive Director works in an office environment in a correctional setting involving sitting and walking at will, lifting/carrying objects weighing less than 25 pounds, crouching/kneeling, bending, reaching, keyboarding, color perception, speaking clearly, hearing communication, handling/grasping/ fingering objects, and exposure to potentially hostile/violent persons. Deputy Director of Programs may work extended hours, occasionally works evening and/or weekend hours, and travels out of town for training, conferences and meetings, sometimes overnight. Executive Director serves on 24-hour call for emergencies.

APPLICANT\EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Executive Director for Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes___ No

Applicant/employee signature

Date